

## Building Division Permit and Plan Check Services



### Mission Statement

Guide the physical change of San Jose to create and maintain a safe, healthy, attractive, and vital place to live and work.

Located at  
801 N First Street, Room 200  
San Jose, CA 95110

Phone: (408) 277-4541  
Fax: (408) 277-2977  
Web Site: [www.sanjoseca.gov](http://www.sanjoseca.gov)

## Permit Center Services

The Permit Center is a one-stop Center for servicing your entire building permit needs. Customers can perform permit research, submit permit applications, pay permit fees and obtain permits during regular business hours.

With the exception of Simple Permits, Building Plan Review is required for most types of construction projects as a condition of permit issuance.

## Office Hours

Regular office hours are from 9:00 AM to 5:00 PM Monday through Thursday and until 4:00 PM on Friday. Please note that customers, who do not obtain a “service ticket” one hour prior to the regular close of business, are not guaranteed service that day.

## Extended Service Hours

Extended hours are offered to all customers starting at 7:30 AM Monday - Wednesday. Extended hours are offered for single-family residential projects by appointment only on Tuesday evening from 5:00 PM until 7:00 PM.

## Simple Permits

Simple Permits do not require plan review. These are typically, reroof, single-family sub-trade permits and some commercial sub-trade permits. They can be obtained at the Permit Center without appointment.

Most simple permits can also be obtained 24 hours a day, 7 days a week over the Internet at [www.sjpermits.org](http://www.sjpermits.org)

## Building Plan Review Services

Building Plan Review is required for most types of construction projects as a condition of Permit issuance. In addition to its “Regular Plan Review” services, the Building Division offers premium services at an additional fee. These services include:

- ??Expedited Plan Review
- ??Coordinated Plan Review
- ??Express Plan Review – Commercial
- ??Express Plan Review – Residential

In order to ensure that the appropriate staff is available, plan review services are provided by appointment only.

**To Make Appointments  
Call 277-4541**

## Regular Plan Review

Regular Plan Review service is for projects requiring substantive review. Typically these are any projects that do not qualify for express review.

## Expedited Plan Review

Projects that do not qualify for express that are of sufficient quality and completeness may qualify for the expedited review process, if adequate staffing is available. Expedited review processing is typically completed in half the regular review time. You may request this option when submitting for plan review.

## Coordinated Plan Review

Coordinated review brings together staff from Building, Planning, Fire, Public Work, OED and RDA in a seamless review process. This process ensures consistency of review comments and saves a significant amount of time. If your project has accelerated time lines and needs coordinated City development review, please call to arrange an appointment.

## Express Plan Check

A complete plan review is provided in a pre-scheduled one-hour appointment. If plans are approved, a permit can be issued after the appointment. Projects must meet Commercial or Residential Express requirements.

## Commercial Express

Tenant improvements and minor alterations that do not have engineering calculations and are office or retail uses less than 10,000-sq. ft. may qualify. Other smaller uses may qualify as well.

For complete details and a list of criteria see Handout 2-5 for building and 2-6 for sub-trade work available in the Permit Center and on our web site.

## Residential Express

Residential projects that do not have engineered designs that are one-story additions less than 500-sq. ft. or one-story alterations and most accessory structures qualify for express plan review.

For complete details on this subject see Handout 2-4 available in the Permit Center and at [www.ci.san-jose.ca.us/building/](http://www.ci.san-jose.ca.us/building/)